



## SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

### n EMPLOYMENT OPPORTUNITY

#### FULL TIME CST I (CLERK) POSITION

#### FORT BRAGG LOCATION ONLY

\$ 1922-2334/MONTH

Final Filing Date: August 11, 2006

**POSITION OVERVIEW:** Under direct supervision, learns to perform specialized duties in support of Court operations; prepares the official record of court proceedings, process judicial decisions and performs related duties as required. Incumbents learn to perform a variety of general clerical duties associated with one segment of court operation while learning to apply court/legal practices and procedures applicable to assigned work unit(s). Incumbents may be rotated and must demonstrate proficiency in the activities of operational unit(s) (e.g. Probate, Family and Criminal Law, Traffic, Jury Services) prior to promotion to the next level.

**ESSENTIAL DUTIES:** To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:** Public information and communication techniques; general clerical office procedures, including typing and the use of automated systems as used in information storage and document preparation. The ability to work accurately under pressure; organize and prioritize work assignments; to comply with laws, regulations and professional practices governing court operations; to demonstrate tact and diplomacy; learn to provide information on, and referral to, court services and related law enforcement; make routine arithmetical calculations relating to case calendaring, fines, sentences and bails. Incumbent will also need the ability to use proper grammar, spelling and punctuation; maintain confidentiality of information; possess the ability to recognize and respect limits of authority and responsibility, work effectively with others; operate a computer terminal. **SKILL IN:** using tact, discretion, initiative and independent judgment within established guidelines; operating and routine maintenance of general office machines such as computers, copiers, facsimiles machines (FAX), and telephone systems, communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner; reading and comprehending instructions, citations, orders, routine correspondence and memos; establish and maintain effective working relationships; and to understand and carry out oral and written instructions.

**EDUCATION AND EXPERIENCE:** High school diploma or GED, and a combination of education and experience that would demonstrate possession of the knowledge and abilities listed above and training in clerical/secretarial that has included six months to two years of general office experience, that includes computer/keyboarding, document preparation and data processing activities.

**PHYSICAL REQUIREMENTS:** Must be able to lift/carry/push/pull objects up to 20 lbs, ascend/descend stairs, sit /stand for long periods of time, bend, stretch, twist, and reach.

**SPECIAL WORKING CONDITIONS:** Exposure to individuals who may be hostile and abusive; allergens such as dust, perfume, unpleasant body/clothing odors. For some positions, evidence and testimony which may be disturbing, such as photographs of murder scenes and victims of crimes, evidence which may include syringes, drugs, weapons and blood.

**LICENSES AND CERTIFICATIONS:** Valid California Driver's License or ability to get to other court locations as assigned.

**UNION REPRESENTATION:** Membership with, or Fee Payer to, the SEIU, Local 707 is a condition of employment with the Superior Court. Union information will be provided upon hire.

**BACKGROUND INVESTIGATIONS:** Positions in the Courts will be subject to background and financial investigations, fingerprinting (Live Scan) and drug testing.

**SELECTION PROCEDURES:** All applications will be reviewed and those judged qualified will progress further into the selection/testing process. Special testing arrangements may be made to accommodate disabilities or religious convictions. Phone Superior Court Human Resources at (707) 463-4285 to discuss needed arrangements.

24 Hour Job Line  
(707) 467-2544  
Phone: (707) 463-4285  
[www.mendocino.courts.ca.gov](http://www.mendocino.courts.ca.gov)

APPLY TO: Superior Court Human Resources  
County of Mendocino  
100 No. State Street, Room 303  
Ukiah, California 95482

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER